

Application for a Sign Permit

Application # _____

Please submit **2 copies of required attachments** described below. **Fee:** \$50.00 plus \$ 0.25 per square foot of permitted signage. Fees are due upon sign permit approval, and shall be **rounded** to the nearest whole dollar figure.

1. Name of Business Owner Applicant: _____

Name of Business: _____

Address for proposed sign: _____

Applicant address if different: _____

City: _____ ST. _____ Zip Code: _____ Phone: _____

2. Contractor/Agent: _____ Address: _____

City: _____ ST. _____ Zip Code: _____ Phone: _____

Primary Contact: _____ Business Owner _____ Contractor: _____

3. Legal/Subdivision: _____ Lot: _____ Block: _____ Zoning District: _____

4. Will the sign incorporate lighting? If so, please describe: _____

5. Indicate the type of permit you are requesting and include the information required.

Freestanding, ground mounted or monument sign:
____ Sketch of sign (with dimensions, materials, structural supports & design features noted) attached
____ Site diagram attached*

Building Mounted sign:
____ Sketch of sign (with dimensions, materials, structural supports & design features noted) attached
____ Wall diagram attached* (includes building wall dimensions; size, height & location of existing & proposed signs; and scale)
____ Site diagram for signs that project from a building or extend over public right-of-way attached*

For required diagrams and sketches:

Letter each existing sign and identify below:

A. _____
B. _____
C. _____

Number each proposed sign and identify below:

1. _____
2. _____
3. _____

***Diagram guidelines and examples are given on a separate page.**

5. I, _____, hereby depose and say that all of the above statements and the statements contained in the documents hereto attached are true and correct to the best of my knowledge and belief. Furthermore, I hereby grant permission to the members of the Polson Planning Staff, Board of Adjustment, or their designated agents to enter onto the subject property for the purpose of evaluating this application and any construction that has or will occur as a result of this application. I understand that it is my responsibility to receive approval from or make any necessary arrangements with the landlord, as applicable.

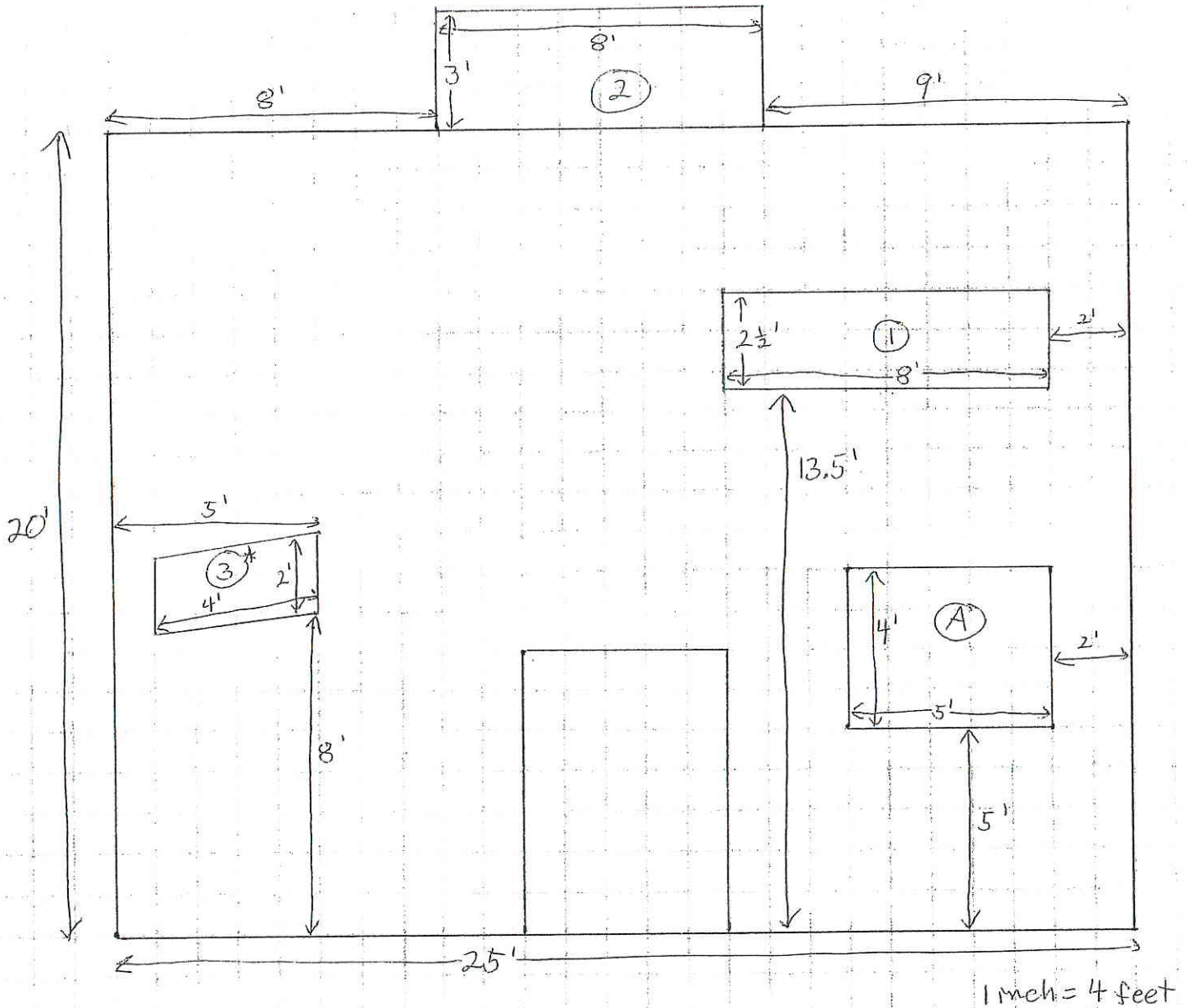
Business Owner Signature: _____ Date: _____

Incomplete or erroneous applications will be returned to the applicant.

For a wall diagram, please include the following:

- Scale: A suggested scale is 1 inch to 4 feet.
- Entire building side with dimensions (length and height) noted. Each building side with visible wall space or signs shall be shown. The building dimensions affect the amount of signage allowed and need to be shown.
- Size, height, and location of all **existing and proposed** signage. This information is needed to ensure that the proposed sign(s) are within the parameters for the size and location of the sign(s).
- Note that for projecting signs or signs that extend out from the building, a site diagram is required. These may be allowed to extend into the right-of way of the Central Business Zoning District given that they meet criteria for such.

Example:



For required diagrams and sketches:

Letter each **existing** sign and identify below:

- 4' x 5' painted wall sign
- _____
- _____

Number each **proposed** sign and identify below:

- 2.5' x 8' canvas wall sign
- 3' x 8' wood roof sign
- 2' x 4' aluminum projecting sign *

* projecting sign would also require site diag